**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Municipal Administration & Urban Development - Permission to position certain staff in all 110 ULBs in the State - Comprehensive guidelines on selection of certain staff in ULBs through outsourcing – Orders - Issued.

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**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (G1) DEPARTMENT**

**G.O.Rt.No.591** **Dated: 24.08.2017.**

**Read:-**

From the Director of Municipal Administration, A.P., Guntur, Roc. No.3056/2017/K1, Dated: 08-05-2017.

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**O R D E R:**

In the circumstance reported by the Director of Municipal Administration, A.P., Guntur in the reference read above, Government after careful examination of the matter, hereby permit to fill up (852) vacancies as per the guidelines given below, in the respective Urban Local Bodies as per the norms prescribed in G.O.Ms. No. 151, Finance (HR-I-Plg & Policy) Department, dated: 08.08.2016 and the expenditure to be met by the Urban Local Bodies from their general funds.

i. The Director of Municipal Administration shall take the support of the APHRD Institute, Bapatal (External Agency) in the identification and Selection process.

The Director of Municipal Administration shall formulate and finalize the Terms of Reference clearly in consultation with DG, APHRDI, Bapatla and enter into an appropriate MoU with APHRDI for undertaking the task of identification, selection and providing man power services in respect of the said categories. Financial implication shall form part of MOU.

**Contd..2**

ii. DETAILS OF EMPLOYEES TO BE FILLED:

| **Sl. No** | **Name of the Post** | **Vacant** |
|---|---|---|
| **1** | **2** | **5** |
| 1 | Junior Assistant | 188 |
| 2 | Bill Collector | 165 |
| 3 | Health Assistant | 76 |
| 4 | Junior Accountant | 93 |
| 5 | Senior Stenographer | 110 |
| 6 | System Manager | 110 |
| 7 | System Assistant | 110 |
| | **Total** | **852** |

iii EDUCATIONAL QUALIFICATIONS & EXPERIENCE AND COMPETENCIES:-

| Sl. No | Name of the Post | Educational Qualification |
|---|---|---|
| 1 | 2 | 3 |
| 1 | Junior Assistant/Bill Collector/System Assistant | 1) Graduate of the recognized University or its equivalent qualification with 60% of pass percentage<br>2) A certificate in MS Office and compute knowledge from a technical institute recognized by the Government |
| 2 | System Manager | 1) Graduate of the recognized University or its equivalent qualification with 60% of pass percentage<br>2) A certificate in MS Office and compute knowledge from a technical institute recognized by the Government<br>3) A certificate course on system design, database Management, system security and networking. |

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| | | |
|---|---|---|
| 3 | Health Assistant | 1) Graduate of the recognized University or its equivalent qualification with 60% of pass percentage<br>2) A Pass certificate in Multi Purpose Health Assistants Training Course/Sanitary Inspector Training Course Certificate awarded by the Chairman, Board of Examinations, constituted by Government of Andhra Pradesh or from Government of India/Government of Andhra Pradesh recognized Institutions. |
| 4 | Junior Accountant | 1) A Bachelors Degree in Commerce of the recognized University with 60% of pass percentage<br>2) A certificate in MS Office and compute knowledge from a technical institute recognized by the Government. |
| 5 | Senior Stenographer | 1) Graduate of the recognized University or its equivalent qualification with 60% of pass percentage<br><br>2) Must have passed the Government technical examination in short hand and type writing by higher grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification<br><br>3) A certificate in MS Office and compute knowledge from a technical institute recognized by the Government |

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iv. ELIGIBILITY FOR APPLYING:

a. Any person having educational qualifications, experience and competencies prescribed by the Director of Municipal Administration as contained in these guidelines are eligible to apply in response to the notification/advertisement given by the APHRDI, Bapatla.

b. Maximum Age limit for SC and ST candidates is 45 years. For other communities the age limit is 40 years. Age will be computed as on the date of notification.

v. WRITTEN TEST:

a. Candidates shall be selected through selection process involving only written test designing the question paper for 100 Marks.

b. Minimum qualifying Marks in the Written Test for OC and BC candidates shall be 45% and for SC and ST Candidates shall be 40%.

vi. SYLLABUS FOR WRITTEN TEST:

Syllabus and Design of the Question Paper for Written test shall be prepared by the APHRD Institute in consultation with DMA.

vii. RULE OF RESERVATION:

Rule of Reservation as amended from time to time specified in Rule 22 of A.P. State and Subordinate Service Rules, 1996 shall be followed.

viii. SCRUTINY OF APPLICATIONS:

The applications received shall thoroughly be verified in respect of qualification, experience particularly relevancy of degrees and experience in case of any doubt, the Director of Municipal Administration may be consulted for clarification. Ineligible candidates shall not be allowed for written test. Degrees awarded by the Universities not having UGC recognition shall not be considered.

ix. SETTING OF QUESTION PAPER:

APHRDI shall maintain utmost confidentiality in setting and printing of Question papers.

x. SELECTION OF VENUE FOR WRITTEN TEST:

Places selected for conducting written test shall have good furniture and facilities.

**Contd..5**

xi. MALPRACTICE IN THE WRITTEN EXAMINATION:

APHRDI shall take appropriate steps to prevent and check malpractice during examination. Candidates who resort to malpractice shall be barred from the selection. Names of all such candidates shall be deleted from the list under intimation to the Director of Municipal Administration.

xii. PREPARATION OF FINAL SELECTION LIST:

General Merit list shall be prepared on the basis of marks secured in the written test and final selection list shall be prepared following the Rule of Reservation.

a) Junior Assistant/Bill Collector/System Manager/System Assistant: Taking district as unit, Merit cum Roster list shall be prepared following Rule of Reservation. Basing on the securing Marks, selection to the posts shall be made as per priority.

b) Health Assistant: Taking district as unit, Merit cum Roster list shall be prepared following Rule of Reservation.
c) Junior Accountant: Taking district as unit, Merit cum Roster list shall be prepared following Rule of Reservation
d) Senior Stenographer: Taking Zone as Unit, Merit cum Roster list shall be prepared following Rule of Reservation.

xiii. CONTRACTUAL AGREEMENT (MOU):

a. APHRDI shall act as an outsourcing agency for one time and allot the candidates selected in the above categories to the RDMA concerned for allotting them to the ULBs. The RDMA shall ensure that the selected candidates are not positioned in his native ULB.

b. The services on outsourcing basis through agency shall be taken for a period of 1 (one) year which is extendable from time to time (or) till the posts are filled up on regular basis through Direct Recruitment, whichever is earlier.
c. Director of Municipal Administration shall furnish the number of candidates to be allotted district wise. In case APHRDI does not find sufficient number of qualified and eligible candidates in the final list of selected candidates for allotment for a particular District, candidates selected in other districts may be positioned in the order of merit from the General Merit list of the State.

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d. The selected candidates shall be positioned in the ULBs through an outsourcing agency identified by the respective Urban Local Body duly following the established transparent procedures.

e. Any vacancy arising in future by way of termination/resignation etc, the same shall be filled from the out of approved list communicated by the APHRDI. Any deviation in this regard shall be viewed seriously and disciplinary action shall be initiated against the concerned.

xiv. TIME FRAME:

APHRDI, Bapatla, shall adhere to the time frame as agreed upon and as mentioned in the terms of reference and MoU and complete the selection accordingly within one month.

xv. ROLES OF APHRDI, BAPATLA & DIRECTOR OF MUNICIPAL ADMINISTRATION:

a. Right from issue of notification calling applications, processing of applications, conducting written test and preparation of final selection lists as per the guidelines issued by the Director of Municipal Administration and furnishing the final selection list to the Director Municipal Administration for positioning them in ULBs shall be undertaken by the APHRDI, Bapatla.

b. The Director of Municipal Administration shall extend necessary information and material inputs to the APHRDI, Bapatla as required.

c. Director of Municipal Administration shall not provide Human Resource Support required to carry out the works specified in the terms of reference. The DG, APHRDI shall have to engage necessary manpower by themselves, if required.

d. The Director of Municipal Administration shall prepare terms of reference in consultation with DG, APHRDI and enter into MOU with APHRDI, Bapatla.

xvi. REMUNERATION TO THE SELECTED CANDIDATES TO BE PAID THROUGH OUTSOURCING AGENCIES IDENTIFIED BY THE RESPECTIVE ULBs:

| **Sl. No** | **Name of the Post** | **Remuneration ( per month)** |
|---|---|---|
| **1** | **2** | **5** |
| 1 | Junior Assistant | Rs.15,000/- |
| 2 | Bill Collector | Rs.15,000/- |
| 3 | Health Assistant | Rs.15,000/- |
| 4 | Junior Accountant | Rs.15,000/- |

**Contd..7**

| | | |
|---|---|---|
| 5 | Senior Stenographer | Rs.17,500/- |
| 6 | System Manager | Rs.15,000/- |
| 7 | System Assistant | Rs.12,000/- |
| | **Total** | **852** |

xvii. CONSIDERATION FOR SERVICE PROVIDERS (AGENCIES) FOR THE ABOVE FUNCTIONARIES, SHOULD BE AS PER ANNEXURE-I UNDER POINT-IV OF G.O. MS. NO. 151 FINANCE (HR.I PLG& POLICY), DT. 08.08.2016, WHICH IS AS FOLLOWS:-

(1) The service providers be paid a commission not more than 5% of the remuneration paid to the functionaries. The remuneration paid to the service provider is exclusive of the remuneration provided to the functionaries. In other words, the service provider shall not charge any fee/commission from the functionaries or deduct any amount other than employees' share of Provident fund.

(2) The quote by the service provider shall include the commission, the employer's contribution, ESI and Service Tax with a clear breakup of all these items.

(3) The service provider shall deduct employees' contribution to Provident Fund and remit it along with the employer's share to the EPF fund and remits it to the EPF account of the employee.

2. The Director of Municipal Administration, A.P., Guntur shall take necessary action accordingly.

3. This order issues with the concurrence of Finance (HR-III) Department vide their U.O.No.32023/8/A1/HR-III/2017, dated 11-07-2017.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**R. KARIKAL VALAVEN**
**PRINCIPAL SECRETARY TO GOVERNMENT**

To
The Director of Municipal Administration, A.P. Guntur.

**Copy to:**

The OSD to M (MA & UD).
The P.S. to Principal Secretary to Government, MA & UD Dept.,
The Finance (HR-III) Department.
Sf/Sc

**//FORWARDED BY ORDER//**

**SECTION OFFICER**